



CITY OF HOUSTON
INSPECTIONS & PUBLIC SERVICES
7125 Ardmore, Houston, Texas 77054

Extension Office Hours: 8:30am – 11:00am & 1:00pm – 4:30pm
Extension Service Line – (832) 394-0686
Fax – (832) 394-0700 or (832) 394-0632

EXTENSION OF TIME FOR AN EXPIRED ORDER PLEASE READ CAREFULLY

Applying for an Extension for an Expired Order **Does Not** prevent the City from Issuing a Municipal Court Citation for Non-Compliance or from correcting violations in accordance with the expired order and at the property owner's expense.

If the City has begun correcting violations on your property, your request for an extension of time may be denied. If the City has incurred costs for correcting violations on your property, you will be required to reimburse the City for the costs incurred before for an extension can be granted.

Consideration for an extension may rely on the amount of work completed prior to the expiration of the Order.

An application for an Extension of Time may take up to **21 business days** (Monday – Friday) to process.

ELIGIBILITY REQUIREMENTS:

1. The Order Must Be **Expired**
2. All City Liens Must Be Paid In Full, (For Lien Payment Off, Contact the Law Firm of Linebarger, Goggan, Blair and Sampson, LLP at 713-844-3573, Fax 713-576-1396, or at cityliens@publicans.com.)
3. The Property Must Be Clear of Any and All Nuisances, including Rubbish/Trash, Debris, Tires, Junked Motor Vehicles, Graffiti, or High Weeds
4. The Structure Must Be Secured From Unauthorized Entry, If Possible
5. There must be access to enter the property

APPLICATIONS MUST INCLUDE ALL OF THE FOLLOWING DOCUMENTS:

1. A Copy of the Expired Order
2. A Recorded Deed or other Official Proof of Ownership
3. Copy of a Valid Driver's License
4. Photos of All 4 Sides of the Structure and a Photo of the Front Yard and the Backyard of the Property; **Photos Must Show the Address of the property, Must be Mounted on Paper, Must be Date Stamped and no Older than 30 Calendar Days**
5. A Work Plan that Includes a Timeline
6. A Bank Statement or Letter Verifying Line of Credit (**Commercial & Multi-family Only**)

ONLY COMPLETED APPLICATIONS WILL BE ACCEPTED

Please read Carefully and Print Clearly

Application may take up 21 business days (Monday – Friday) to process

Applicant Name: _____

Applicant Status: ☐ Owner ☐ Lienholder ☐ Agent for Owner (Notarized Statement Required)

Mailing Address: _____
Street City Zip Code

Home Telephone: _____ Business Telephone: _____

Preferred Method of Receiving Response: ☐ Mail ☐ Pick Up ☐ Fax ☐ E-mail

Fax Number: _____ E-Mail Address: _____

APPLICATIONS MUST INCLUDE ALL OF THE FOLLOWING DOCUMENTS:

1. A Copy of the Expired Order
2. A Recorded Deed or other Official Proof of Ownership
3. Copy of a Valid Driver's License Each Time You Apply
4. Photos of All 4 Sides of the Structure and a Photo of the Front Yard and the Backyard of the Property; **Photos Must Show the Address of the property, Must be Mounted on Paper, Must be Date Stamped and no Older than 30 Calendar Days**
5. A Work Plan that Includes a Timeline
6. A Bank Statement or Letter Verifying Line of Credit (**Commercial & Multi-family Only**)

Address of property as it appears on the expired order:

Street Address

City

State

Zip Code

Property Type: ☐ Vacant Lot ☐ Single Family ☐ Multi Family ☐ Commercial ☐ Pool

☐ Other (Specify) _____

Reason for Request: ☐ Repair ☐ Demolition ☐ Secure ☐ Certificate of Compliance

Have you received an extension prior to this request? ☐ Yes ☐ No How Many? _____

Permit Purchased: ☐ Demolition ☐ Repair ☐ Secure ☐ Occupancy Inspection ☐ None

Signature of Applicant

Date of Application